

**HOLDING TANKS  
REPLACEMENTS & NEW INSTALLATIONS  
(NOTE: MUST HAVE COMMON COUNCIL APPROVAL)**

**NEED FILLED OUT BY OWNER:**

1. **Pumping Agreement (present or new contract) – (must be notarized, will be sent to Register of Deeds). LEGAL DESCRIPTION MUST BE COMPLETE!**
2. **Holding Tank Agreement (must be notarized, will be sent to Register of Deeds). LEGAL DESCRIPTION MUST BE COMPLETE!**
3. **Personal check made out to “Milwaukee County Register of Deeds” - \$15 (1<sup>st</sup> page \$11, each additional page \$2).**

**PLUMBING END OF IT:**

1. **Plumbing permit required with appropriate fee.**
2. **Sanitary Permit Application filled out by Plumber with groundwater/sanitary permit fee of \$75. (Acct. No. 01.2000.2316). Write out receipt and send with check to the Treasurer's to be validated, give plumber receipt. Keep copy of receipt for our records.**

**OUR OFFICE DOES:**

1. **Submit to Common Council – (complete Council Action and submit by meeting deadline). Need to give to Clerk's Office: Original Pumping Agreement; Holding Tank Agreement; Sanitary Permit Application; Common Council Action (in templates – type in info); Private Sewage Resolution (in templates – type in info). Make copies to keep in folder in our Dept. Keep permit and checks in folder until Common Council has approved.**
2. **After approval by Common Council and signed by City Clerk, mail Pumping Agreement, Holding Tank Agreement, and Register of Deeds cover sheet with \$15 check to: Milwaukee County Register of Deeds, 904 N. 9<sup>th</sup> Street, Room 103, Milwaukee, WI 53233. Include Self-Addressed, Stamped Return Envelope. Send copy to owner along with signed resolution. Keep originals in our file.**
3. **Give permit application to Plumbing Inspector to complete. He will issue permit and Sanitary Permit Hard card.**

**AFTER INSTALLATION IS COMPLETE:**

1. **Complete voucher request for \$75 groundwater fees and send to Greg (Finance) (have check returned to Building Inspection).**
2. **Complete Sanitary Permit Submittal Summary and include:**
  - a. **Copy of Hard Card**
  - b. **Copy of Inspection Report**

**Send to: Safety and Buildings Division 2331 San Luis Place, Green Bay, WI 54304 Telephone (920) 492-5601**